

Guide for Relevant Authorities

Certificate of Occupancy

Validate Certificate of Occupancy Application

Version 1.9



Government of South Australia

Department for Trade
and Investment



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Background



When is a Certificate of Occupancy required?

A Certificate of Occupancy (CoO) is required to commence the occupation or use of a new building or change of building use for the whole or any part of an existing building; applies to buildings classified as a 1b, 2 to 9.

More information on [Building classifications | ABCB](#).

When is a Certificate of Occupancy not required?

A Certificate of Occupancy is not required for a building or building work classified as a:

- **Class 10**, non-habitable building or structure under the Building Code such as:
 - Private garage
 - Carport
 - Shed
 - Fence
 - Retaining or free-standing wall
- **Class 1a**, building where the application for building consent is lodged and verified within the SA planning portal before 1 October 2024.

In the meantime, a person must not occupy a Class 1a building for which a Certificate of Occupancy is not required unless it meets the minimum standards for occupancy under regulation 103H(2).

Who will issue the Certificate of Occupancy?

A Certificate of Occupancy (CoO) will be issued by either the council or the building certifier. If you enter a contract with a licensed builder, you should discuss this issue with them and have your choice documented as part of the contract.

On completion of the building work, the building developer (or yourself as an owner-builder) will submit the last building notification to the relevant council or building certifier, including the completed Statement of Compliance.

The receipt of the Statement of Compliance will 'trigger' either the council or the building certifier to issue the Certificate of Occupancy.

What is the timeframe to issue a Certificate of Occupancy decision?

The timeframe for issuing a Certificate of Occupancy is five business days and 20 business days if a report from a fire authority is necessary (Class 1b, 2 to 9s buildings only, if applicable).

Associated Instructions

1 Receive Building Notification

Refer to the guide '[Receive Building Notification](#)' for instructions on receiving the completion of building work and Statement of Compliance notification and recording the 'inspection outcome'.

2 Validate Certificate of Occupancy Application

Refer to this guide for instructions to verify a valid application for a Certificate of Occupancy has been received for processing and that all relevant documentation and fees have been received.

The Validate Certificate of Occupancy Application guide includes instructions on how to ...

- Request for Documentation
 - Request Fee Advice Payment
 - Request Fire Report
-

3 Issue a Decision for the Certificate of Occupancy Application

Refer to this guide for instructions on how to 'issue' or 'refuse' a Certificate of Occupancy application.

4 Revoke a Certificate of Occupancy

Refer to this guide for instructions on revoking an issued Certificate of Occupancy.

5 Process an Appeal

Refer to the guide for instructions about receiving and processing an appeal from an applicant in relation to Certificate of Occupancy conditions, regarding process, refusal or other reasons.

1. Open the Certificate of Occupancy Application

You will receive an email notification on submission of the Certificate of Occupancy (CoO) application by the applicant or re-assigned to you as the relevant authority during the validation of the CoO application.

Locate the CoO application in the DAP system using the ID number of the CoO or the ID number of the development application provided within the email.

Locate the Certificate of Occupancy application

1. Login to the DAP system, if not already.
2. Click on **Certificate of Occupancy** option from your dashboard.
3. Locate the CoO and click on the Certificate **ID** number to open.

Application ID	Certificate ID	Location	Building Work(s)
20001190	21	227 CURRIE ST ADELAIDE SA 5000	Accommodation
20001980	20	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731	Dwelling
20001980	18	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731	Dwelling
20001980	7	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731	Dwelling

Locating the application through the assessment tabs

As the Certificate of Occupancy (CoO) application moves through the assessment process so does the application through the tabs of the dashboard. Refer to the table below for more information.

FOR YOUR ACTION (4)	WAITING (0)	UNDER APPEAL (0)	REVOKED (0)	COMPLETED (1)
---------------------	-------------	------------------	-------------	---------------

For your action

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Status	Days
20001190	21	227 CURRIE ST ADELAIDE SA 5000	Accomodation	1 Dec 2020	Awaiting Validation	🕒 -

Tab	Status	Description of the task being undertaken	Time Frames
For your action	Awaiting validation	With the Relevant authority to commence application validation.	
	Validation in Progress	Relevant authority has commenced the application validation	
	Awaiting Decision	With the Relevant authority to make a decision.	5 working days to issue or reject
Waiting	Awaiting Mandatory Documentation	With the applicant to provide documentation. <i>As the relevant authority you have the ability to upload documentation on behalf of the applicant.</i>	
	Awaiting Payment	With the applicant to pay the certificate of occupancy fee. <i>As the relevant authority you have the ability to make a payment on behalf of the applicant.</i>	
	Awaiting Fire Report	With the applicant to provide the fire report(s). <i>As the relevant authority you have the ability to upload document on behalf of the applicant.</i>	Applicant has 15 working days to provide the report
Completed	Refused	Application refused and the applicant advised.	
	Issued	Application approved and the applicant advised the Certificate of Occupancy available.	
Under Appeal	Under appeal	Record an appeal against a refused CoO and undertake the required action based on the court outcome.	
Revoked	Revoked	Issued CoO revoked and the applicant advised to apply for a new CoO.	

2. Review and Update Certificate of Occupancy Details

Edit Building Description and Issuing Relevant Authority

The editing of the Certificate of Occupancy (CoO) details can only be performed during the validation process.

Edit the Description and Issuing Authority

1. Click **Edit** against the **Description of the building**.

Certificate of Occupancy: 21

START VALIDATION

Summary
Documents
Clocks
Related Actions

[Help for this section](#)

[< Development application 20001190](#)

Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Validation		
Consent(s) / Stage(s)	Building Consent Date of development authorisation: 6 Aug 2020		
Address of building	227 CURRIE ST ADELAIDE SA 5000		
	Title Ref	Plan Parcel	Council
	CT 6066/795	F181339AL497	Adelaide City Council
Description of building	fit out hotel		<div style="border: 2px dashed red; border-radius: 50%; padding: 2px 5px; display: inline-block;">Edit</div>
Certificate will be issued by	State Planning Commission		
Building / building work	Accommodation		<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Edit</div>

2. Make updates to the **description**.

Option 1: No change to the issuing relevant authority

3. Leave **'The Certificate of Occupancy will be issued by'** default selection.
4. **Submit** to save changes.

Edit Certificate of Occupancy Submission Details

Building description *

fit out hotel

The Certificate of Occupancy will be issued by:

City of Adelaide (Location Relevant Authority)

State Planning Commission (Consent Relevant Authority)

CANCEL

SUBMIT

Option 2: Change to the issuing relevant authority

When the issuing relevant authority is changed, the applicant will receive an email from the reassigned relevant authority advising of the reassignment.

5. Choose the **relevant authority** to issue the certificate.
6. Click **Submit** to complete the reassignment.

Edit Certificate of Occupancy Submission Details

Building description *

fit out hotel

The Certificate of Occupancy will be issued by:

City of Adelaide (Location Relevant Authority)

State Planning Commission (Consent Relevant Authority)

CANCEL
SUBMIT

7. Click **Continue**.

Application was reassigned

This application was reassigned to a different relevant authority. Please wait a minute while the reassignment is processed.

CONTINUE

In the displayed Certificate of Occupancy screen either return to the **Certificate of Occupancy** option to view another request or return to the **Assessments** dashboard.

ASSESSMENTS
YOUR APPLICATIONS
CERTIFICATE OF OCCUPAN...
YOUR ORGANISATION

Certificate of Occupancy: 21

Summary
Documents
Related Actions

< Development application 20001190

Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Validation
Consent(s) / Stage(s)	Building Consent Date of development authorisation: 6 Aug 2020
Address of building	227 CURRIE ST ADELAIDE SA 5000
Title Ref	Plan Parcel
CT 6066/795	F181339AL497
	Council
	Adelaide City Council

3. Validating the application

Certificate Validation

> Relevant Authority

Basic Information

Checklist

Fee Request

Summary

Overview of the Validation screens

The Certificate Validation process requires reviewing, updating and completing information on the following pages.

Relevant Authority confirm you are the relevant authority issuing the Certificate of Occupancy.

Basic Information review information related to the development, occupants and existing certificates.

Checklist complete confirming the legislative requirements have been met.

Fee Request confirm Certificate of Occupancy fee. *Not applicable for building certifiers.*

Validation Summary review details completed in the above pages prior to submitting.

1. Click on **Start Validation**.

Certificate of Occupancy: 21

START VALIDATION

Summary
Documents
Clocks
Related Actions

[Help for this section](#)

< Development application 20001190

Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Validation		
Consent(s) / Stage(s)	Building Consent Date of development authorisation: 6 Aug 2020		
Address of building	227 CURRIE ST ADELAIDE SA 5000		
	Title Ref	Plan Parcel	Council
	CT 6066/795	F181339AL497	Adelaide City Council
Description of building	fit out hotel		Edit
Certificate will be issued by	City of Adelaide		
Building / building work	Accommodation		Edit
Building Classification(s)			
Classification 1	5 - Office for professional or commercial purposes		
Max number of Building Occupants	10		

[+ Add Another Building Work and Classifications](#)

Confirm Issuing Relevant Authority

If you are/were the relevant assessing authority for both building rules consent and development approval, then the option to confirm whether you are the **Relevant Authority** will not be available; instead, start from **Basic Information** (go to step 12).

Confirm that you are the relevant authority that is issuing the Certificate of Occupancy (CoO).

Outcome: Relevant Authority Issuing the CoO

2. Click **Yes** and **Next** to move to the next page.

Certificate of Occupancy: 21

Summary Documents Clocks **Related Actions**

Certificate Validation

> **Relevant Authority**

- Basic Information
- Checklist
- Fee Request
- Summary

Are you the Relevant Authority that will be issuing the Certificate of Occupancy? *

Yes

No

CANCEL **NEXT** SAVE DRAFT

Outcome: Another Relevant Authority to issue the CoO

Noting the relevant authorities available for selection is determined whether you are a building certifier, an Assessment Manager (council) or on a Regional Assessment Panel (RAP), or the State Planning Commission (SPC).

3. Click **No** and re-assign to a different authority.
4. Select the **relevant authority** applicable or accept the default.
5. Click on **Reassign** to complete the reassignment.

Certificate of Occupancy: 21

Summary Documents Clocks **Related Actions**

Certificate Validation

> **Relevant Authority**

- Basic Information
- Checklist
- Fee Request
- Summary

Are you the Relevant Authority that will be issuing the Certificate of Occupancy? *

Yes

No

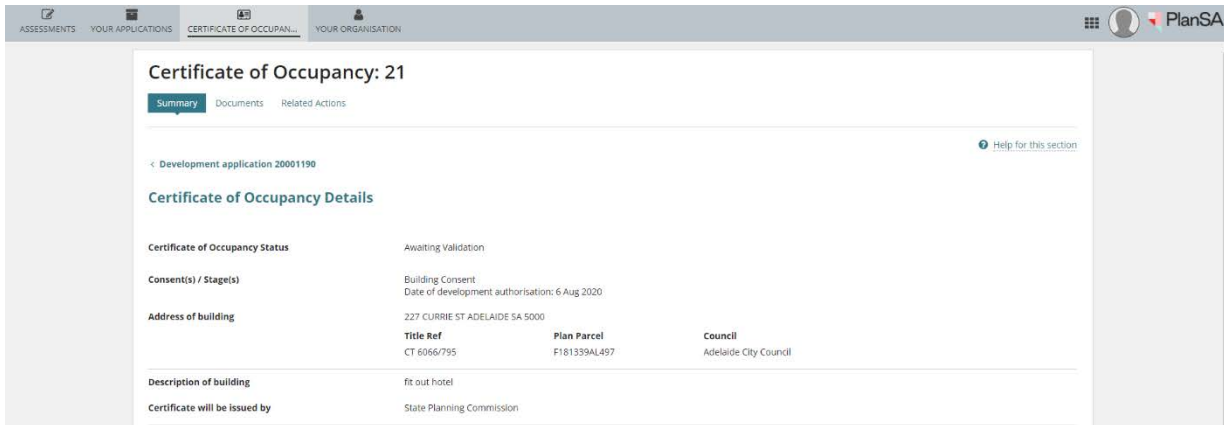
The certificate of occupancy will be issued by:
State Planning Commission

CANCEL **REASSIGN** SAVE DRAFT

6. Click **Continue**.



In the displayed Certificate of Occupancy screen either return to the **Certificate of Occupancy** option to view another request or return to the **Assessments** dashboard.



The assigned relevant authority will receive an email notification advising of the reassignment.

Check and Update Basic Information

The basic information is provided by the applicant in the completion of their Certificate of Occupancy application.

Review the **Basic Information** and edit, as required.

1. Leave the **Address of building** as default; when only one property location is listed.

If there are multiple property locations, then you will have the option to update the selection from a list of building/property locations.

Certificate Validation

- ✓ [Relevant Authority](#)
- > [Basic Information](#)
- Checklist
- Fee Request
- Summary

Basic Information

Address of building *

227 CURRIE ST ADELAIDE SA 5000

Select all that apply

2. Update the **Description of building**, as required.

Description of building

fit out hotel

The **Occupants** classification and the **maximum number** of occupants cannot be edited.

Information!

Noting for a '1A building classification', the maximum occupants is not applicable.

Occupants
Building Work: Dwelling

Classification	Max Occupants
1A - Detached house/ Fire separated attached dwelling	N/A

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

Yes
 No

CANCEL

NEXT

SAVE DRAFT

- Determine if the **Certificate of Occupancy (CoO) is superseding an existing CoO** and choose the applicable option.

Superseding an existing Certificate of Occupancy

- Select **Yes** if you are superseding an existing CoO.
 - Provide the **Existing Certificate of Occupancy** details
 - Move to the **Next** page.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

Yes

No

Existing Certificate of Occupancy

Previous Certificate of Occupancy ID (if applicable)

Date issued *

Date revoked

The certificate is not revoked yet.

Initial Certificate of Occupancy

- Select **No** if you are not superseding an existing CoO, then move to the **Next** page.

Occupants

Building Work: Dwelling

Classification	Max Occupants
1A - Detached house/ Fire separated attached dwelling	N/A

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

Yes

No

Complete the documentation checklist

The **Documents** table will display the 'document types' (listed below) to assist with determining the applicant has provided the required documentation to confirm the legislative requirements have been met.

- Statement of Compliance
- Performance Solution assessment
- Building Notification
- Request for Documentation
- Specific to the Certificate of Occupancy workflow
- Decision Notification Form
- Development Approval
- Certificate of Occupancy
- Fire Report
- Inspection outcome

1. Click on **document name** to download.

Certificate Validation

✓ Relevant Authority

✓ Basic Information

> **Checklist**

Fee Request

Summary

Checklist

Documents

Document	Document Type	Date Created
Form1-Application20001190-ShopsPortion-21381.pdf	Form 1	20 Jul 2020 23:58
Form2-Application20001190-ShopsPortion-21382.pdf	Form 2	20 Jul 2020 23:58
DecisionNotificationForm-Application20001190-21384.pdf	Decision Notification Form	20 Jul 2020 23:58
DecisionNotificationForm-Application20001190-21212.pdf	Decision Notification Form	20 Jul 2020 15:25


2. Click on **download** to view the document within a new tab.

All certificates, reports or other documentation listed in the decision notification form, to be provided to Compliance, have been received (as per regulation 57(8)(c))*

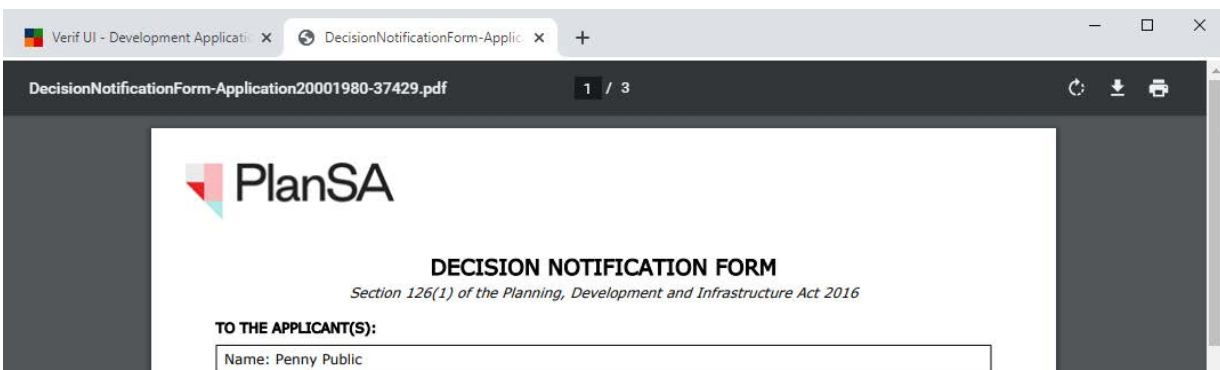
Yes

No

DecisionNotificati...pdf



3. Return to the Checklist page and repeat until all documents you require are open.



Verif UI - Development Applicati... x DecisionNotificationForm-Applic... x

DecisionNotificationForm-Application20001980-37429.pdf 1 / 3

PlanSA

DECISION NOTIFICATION FORM

Section 126(1) of the Planning, Development and Infrastructure Act 2016

TO THE APPLICANT(S):

Name: Penny Public

Confirm Statement of Compliance is complete and provided

A Statement of Compliance has been received

4. Click **Yes** a statement of compliance has been received.

Please confirm that the following legislative requirements have been met

A duly completed Statement of Compliance (SOC) for the completed building work has been received? *

Yes

No

Not Applicable

Statement of Compliance ID *

--- Select One ---

5. Click on and select the **Statement of Compliance ID** field.

When more than one *Statement of Compliance form* to identify the applicable form for this Certificate of Occupancy application the **ID** number is located within the document 'file name'.

6. Confirm the *Statement of Compliance form* (available from the list of documents) Part A and Part B signed by 'matches' the shown names within **Part A** and **Part B** fields.

The **Part A and Part B of this Statement of Compliance was signed by** defaults with the selection made by the individual who submitted the first building/building work building notification.

Statement of Compliance ID *

90945

This is the ID number at the end of the statement of compliance document name. These documents can be found in the grid at the top of this page

Part A of this Statement of Compliance was signed by *

Main building work contractor

Registered building work supervisor

Building certifier

Building Certifier *

Fluid Certifiers [Add new Building Certifier](#)

Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

Part B of this Statement of Compliance was signed by *

Owner

Owner's agent

Owner *

Jolanda Regression [Add new Owner](#)

Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

i Open the attached Statement of Compliance to verify or check the names provided for Part A and Part B and update if required.

[+ Add another Statement of Compliance](#)

- When the name of the Statement Compliance form is different to the name displayed, then [Add new Building Certifier](#) or [Add new Owner](#) following the [Add a different Part A or Part B Signatory](#) instruction.

For this example, the new signatory is shown in the **Building Certifier** field.

- As applicable, flag the Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

Part A of this Statement of Compliance was signed by*

- Main building work contractor
 Registered building work supervisor
 Building certifier

Building Certifier*

Jimmy B Certifiers (Building C...

[Add new Building Certifier](#)

- Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

- As required, select '**Add another Statement of Compliance**' and complete the SOC details.

Statement of Compliance not received

You cannot proceed without a completed SOC. Request this from the applicant in [Request for documentation](#) instructions.

Please confirm that the following legislative requirements have been met

A duly completed Statement of Compliance (SOC) for the completed building work has been received?*

- Yes
 No
 Not Applicable

⚠ You will not be able to issue a Certificate of Occupancy until a Statement of Compliance for the completed building work has been received.

Statement of Compliance is Not Applicable

You are certifying the legislative requirements for proceeding without a Statement of Compliance have been satisfied.

Other than for a swimming pool or a bushfire shelter, a Statement of Compliance (SOC) for a Class 10 building is not required.

Please confirm that the following legislative requirements have been met

A duly completed Statement of Compliance (SOC) for the completed building work has been received?*

- Yes
 No
 Not Applicable

⚠ By selecting this option you certify that the legislative requirements for proceeding without a Statement of Compliance have been satisfied

Add a different Part A or Part B Signatory

1. Select + Add new ... available within the section being completed.

Part A of this Statement of Compliance was signed by

- Add new licensed building work contractor
- Add new registered building work supervisor
- Add new building certifier

Part B of this Statement of Compliance was signed by

- Add new Owner
- Add new Owner's agent

Part A of this Statement of Compliance was signed by *

- Main building work contractor
- Registered building work supervisor
- Building certifier

Building Certifier *

Fluid Certifiers + Add new Building Certifier

2. The Contact Type will default, for example 'Building Certifier'.
3. Leave INDIVIDUAL default and then fill in the form with the individual details from the *Statement of Compliance form*.

Edit Building Certifier

* Contact Type Building Certifier

INDIVIDUAL

BUSINESS

Title *

First Name *

100 characters maximum

Last Name *

100 characters maximum

Licence Number *

- Alternatively, you can change the contact type to **Business** and then fill in the form with the business details from the *Statement of Compliance form*.

Edit Building Certifier

* Contact Type Building Certifier

INDIVIDUAL
BUSINESS

Business Name *

Liz Public

100 characters maximum

Licence Number *

54654

50 characters maximum

Postal Address *

101 GRENFELL STREET, ADELAIDE ✕

- Click **SAVE** to create the contact.

The contact is created and populates the **Building Certifier** field (in this example).

Part A of this Statement of Compliance was signed by *

Main building work contractor

Registered building work supervisor

Building certifier

Building Certifier *

Jimmy B Certifiers (Building C... ▼
+ Add new Building Certifier

Add who completing Part A from application contacts

The feature 'Add from your application contacts' is only available for accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

1. Click **Add from your application contacts**.

The **Search standard contacts** page displays.

2. Click in the field to search for a builder, registered building work supervisor or building certifier. Noting, if the contact type chosen has not been set-up in your Application Contacts, then 'select a value' will show.
3. Select the required builder.

4. Click **ADD**.

5. The **Basic Information** page displays. Click NEXT to complete the Checklist.

Certificate Validation

- ✓ Relevant Authority
- > **Basic Information**
- Checklist
- Summary

Basic Information

Address of building*

162 THE PARADE NORWOOD SA 5067 ✕ ▼

Select all that apply

Description of building

testing Confirmation email on submission of application

Occupants
Building Work: IIIII

Classification	Max Occupants
5 - Office for professional or commercial purposes	10

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy?*

Yes

No

GO BACK

NEXT

SAVE DRAFT

6. The **Checklist – Statement of Compliance** displays the added builder contact.

442495
▼

Statement of Compliance ID*

442495 ▼

This is the ID number at the end of the statement of compliance document name. These documents can be found in the grid at the top of this page

Part A of this Statement of Compliance was signed by*

Main building work contractor

Registered building work supervisor

Building certifier

Licensed Building Work Contractor*

Joe Builder (Builder) ▼

[+ Add new Licensed Building Work Contractor](#)

[+ Add from your application contacts](#)

Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

Confirm all listed documentation provided in the Decision Notification form

Refer to section **Statement of Compliance** within the open *Decision Notification form* to determine all listed documentation provided.

Note regulation 57(7) allows the relevant authority issuing the notice to specify any additional stage of building work for which notice must be given to the council under regulation 93.

Where a building certifier is issuing the building consent the use of this regulation is to inform the council of stages of work when a notification should be provided and an inspection may occur at the council's discretion. If applicable, notifications specified under 57(7) are therefore intended to be in addition to mandatory notifications and any notifications specified by council under 93(1)(b) or (c) when issuing the final Development Approval.

*To submit the requested notifications, log in to the SA planning portal and select **Submit mandatory building notifications**.*

STATEMENT OF COMPLIANCE

A Statement of Compliance is required at the completion of all building work, except in respect of a Class 10 building other than a swimming pool or private bushfire shelter.

Building Work Dwelling

The following certificates, reports or other documents must be provided to the building certifier or council (as relevant) with the completed Statement of Compliance under regulation 57(8)(c).

- Statement of Compliance, Certificate of Occupancy

Building Work Garage

(Not required)

10. Choose the applicable response to **All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c))?**

- **Yes:** continue to next question.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *

- Yes
 No
 Not Applicable

- **No:** request the required documentation from the applicant in complete Request for documentation [instructions](#).
- **Not Applicable,** continue to next question.

Confirm evidence provided to show conditions have been satisfied

Refer to section **Conditions** for Planning and Building Consent within the open *Decision Notification form* to identify the conditions that must be 'met' and the documented evidence within the Documents table.

CONDITIONS
Planning Consent
Condition 1 The development granted Development Plan Consent shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below (if any).
Condition 2 A detailed landscaping plan shall be submitted to the reasonable satisfaction of the SCAP prior to Building Rules Consent being granted for superstructure works. This shall identify planting medium depths, irrigation methods and other features of the landscaping scheme to demonstrate viability of all plantings and lawn. The updated
detailed landscaping plan shall be reflected, as necessary, in all other relevant plans and drawings (including, for example, sectional drawings).
Condition 3 Trade waste to be screened from view

11. Choose the applicable response to **Evidence has been received to show that any conditions applied to the approved development have been satisfied?**

- **Yes:** continue to next question.

Evidence has been received to show that any conditions applied to the approved development have been satisfied *

- Yes
 No
 Not Applicable

- **No:** request the required documentation from the applicant in Request for documentation instructions.
- **Not Applicable:** continue to next question.

Determining upgrading work to existing building envisaged

12. Choose the applicable response to **Upgrading work to an existing building envisaged by the building consent, either:**

- **Complies with any relevant building standard:** then respond to the now displayed “evidence has been received ...” question.
- **Is suitable for occupation:** then respond to the now displayed “evidence has been received ...” question.
- **Not applicable:** continue to the next question.

Upgrading work to an existing building envisaged by the building consent either: *

- Complies with any relevant building standard
 Is suitable for occupation
 Not applicable

Confirm evidence has been received with regards to the upgrading work

13. Choose the applicable response to **Evidence has been received to show the compliance or suitability of this upgrading work as indicated above?**

- **Yes:** continue to next question.

Evidence has been received to show the compliance or suitability of this upgrading work as indicated above *

- Yes
 No
 Not Applicable

- **No:** request the required documentation from the applicant in Request for documentation instructions.
- **Not Applicable:** continue to next question.

Confirm rectified or satisfactorily addressed non-conformances or issues

14. Choose the applicable response to **Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed?**

- **Yes:** continue to next question.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *

- Yes
 No
 Not Applicable

- **No:** request the required documentation from the applicant in Request for documentation instructions.
- **Not Applicable:** continue to next question.

Confirm ESP (Essential Safety Provisions) compliance certificates required

Noting, this question is not applicable for 1A building classifications.

15. Choose the applicable response to **ESP compliance certificates required under regulation 94(7) have been received?**

- **Yes:** continue to next question.

ESP compliance certificates required under regulation 94(7) have been received *

- Yes
- No
- Not Applicable

- **No:** request the required documentation from the applicant in Request for documentation instructions.
- **Not Applicable:** continue to next question.

Confirm Fire Report received

Noting, this question is not applicable for 1A building classifications.

16. Choose the applicable response to: **A fire report has been received from fire authority?**

- **Yes:** and then chose the fire report confirmation option.

A fire report has been received from fire authority *

- Yes
- No (automatically request fire report on completion of Validation)
- Not Applicable

The fire report confirms that: *

At least one selection must be made

- a booster assembly has been installed and is operating satisfactorily
- a fire alarm system that transmits a signal to a fire station or an approved monitoring service has been installed and is operating satisfactorily
- all required facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily

- **No:** advises the applications primary contact notified on validation completion.
- **Not Applicable:** move to the **Next** page.

Request for documentation

When answering 'No' to a question above, complete the request for documentation to create a letter to the applicant and send electronically via email or by post.

Important! If a "Fire Report" is required, on validating the application an email notification is sent to the applicant requesting a 'fire report' be provided to complete the application validation.

17. Choose how you wish to resolve the shortfall in documentation.

Option 1: Waive the requirement for additional documentation

- Provide a reason for waiving the requirement.
- Move to the **Next** page.

How do you wish to resolve the shortfall in documentation? *

Request additional documentation

Waive the requirement for additional documentation

* Reason for waiving:

GO BACK NEXT SAVE DRAFT

Option 2: Request additional documentation

- Click on **Generate Request for additional documentation letter** link.
- Click on **download** to open the letter in word.

ESP compliance certificates required under regulation 94(1)

Yes

No

Not Applicable

A fire report has been received from fire authority *

Yes

No (automatically request fire report on completion of Vali

Not Applicable

How do you wish to resolve the shortfall in documentation

Request additional documentation

Waive the requirement for additional documentation

Please create a document detailing the requirement for more

[Generate 'request for additional documentation' letter](#)

UPLOAD Drop file here

GO BACK

PROTECTED VIEW Be careful—files from the Internet can contain v
Protected View.

PlanSA

23/10/2020

Ms Penny Public
1 KING WILLIAM STREET
ADELAIDE SA 5000

REQUEST FOR MANDATORY DOCUMENTATION FOR A

Applicant: Penny Public
Certificate ID: 5
Development Application ID: 20001980
Subject Land:

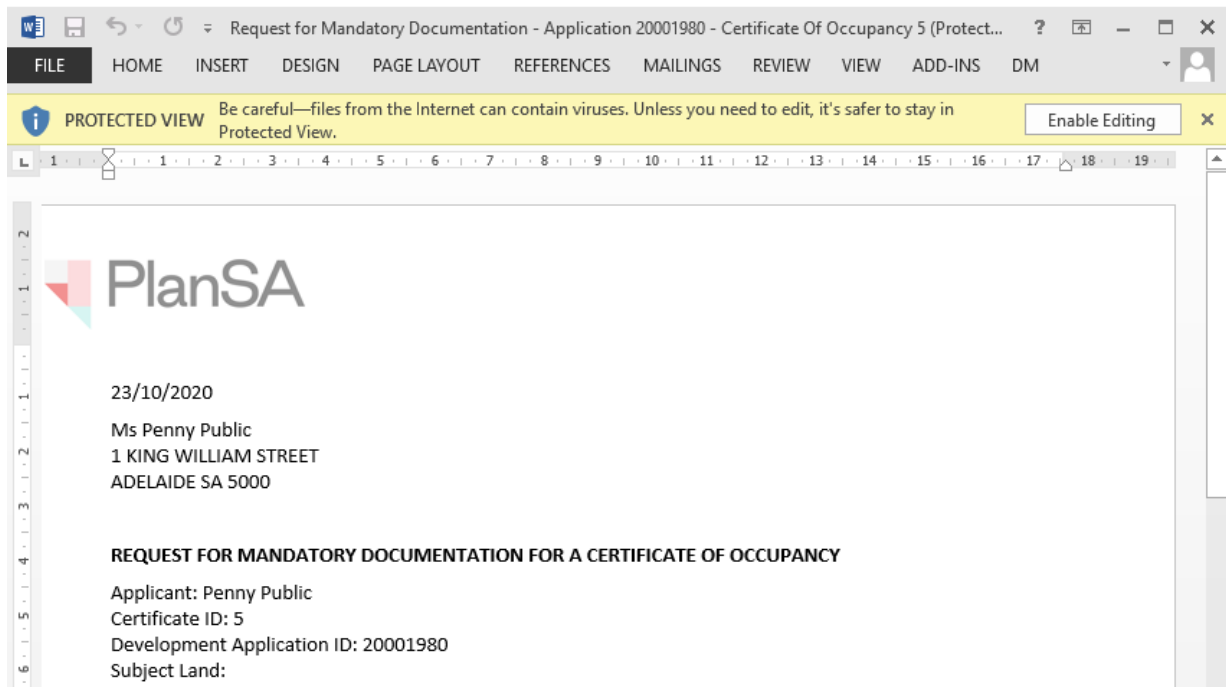
Location reference: LOT 373 THE OUTBACK HWY LEIG
Title ref.: CR 6188/97 Plan Parcel: H833900 SE37:

Dear Ms Public,

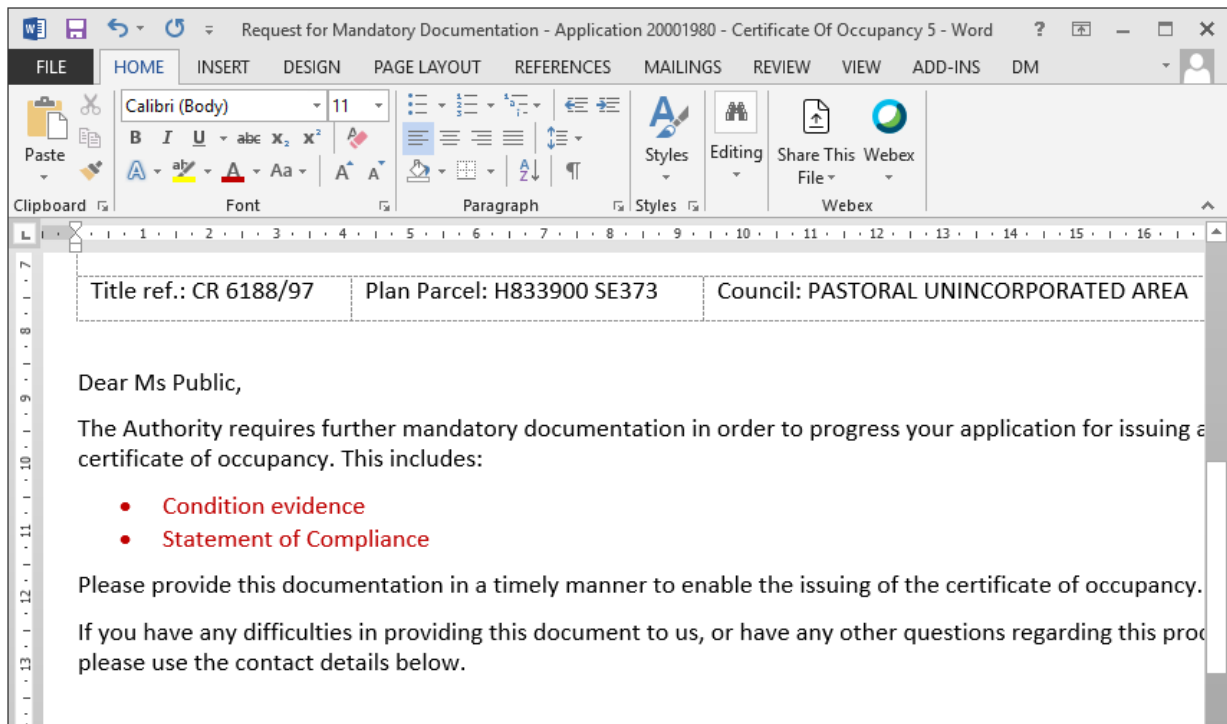
The Authority requires further mandatory documentat
certificate of occupancy. This includes:

PAGE 1 OF 1

18. Click **enable editing** to make updates.

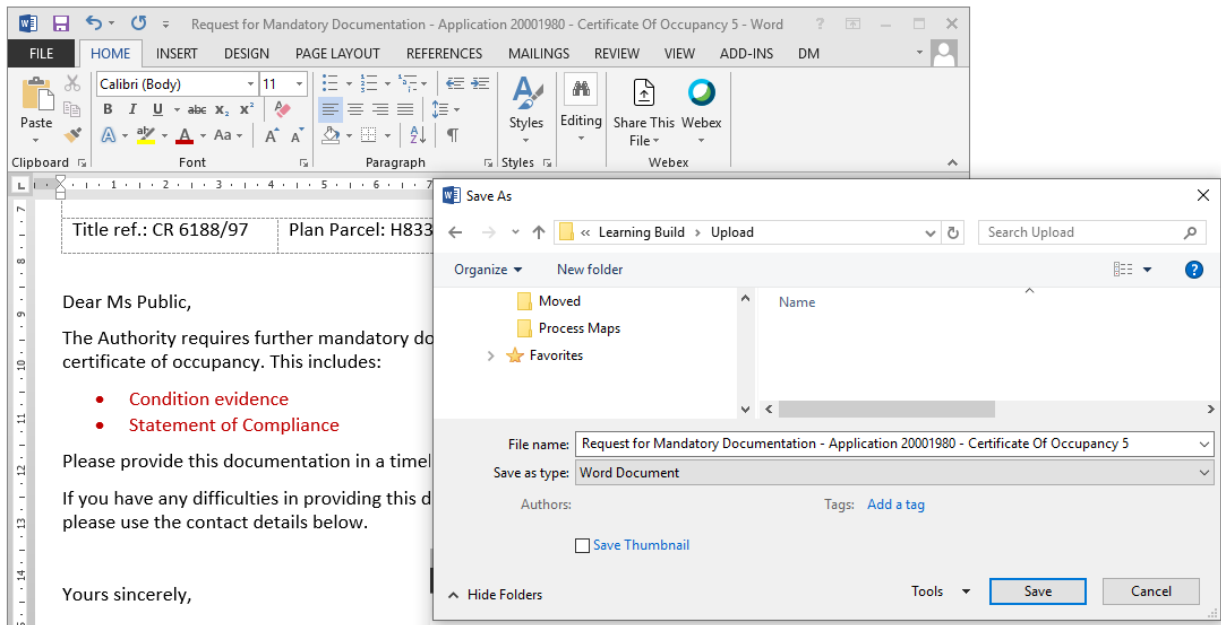


19. Go to the placeholder in the letter **<Please provide a detailed list of required documentation here>** and type over with the required documentation the applicant must provide.



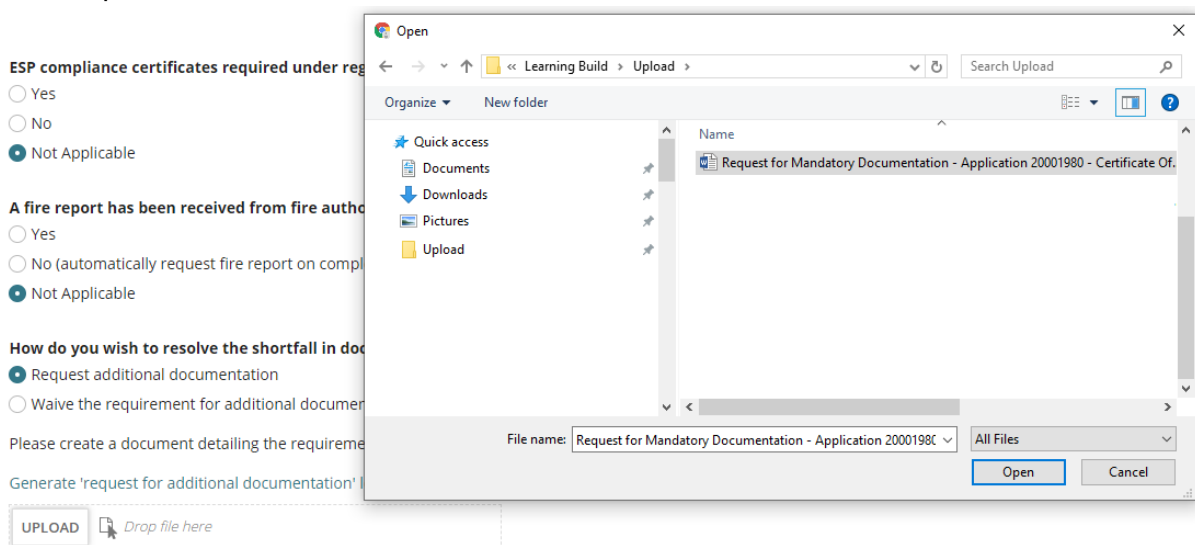
20. Save the **Request for Additional Documentation** letter to a location on your computer, and then close the letter and return to the **Certificate Validation – Checklist** to upload.

Alternatively, when the ‘primary contact’s’ preferred method is post, then post the letter and upload a copy of the letter to the **Documents** store referring to Upload documentation on behalf of the applicant instructions.



21. Click on **Upload** to locate the letter.

22. Navigate to the folder location of the letter, click on the letter name and **Open** to upload.



23. Click **Submit** to notify the 'primary contact'.


How do you wish to resolve the shortfall in documentation? *

Request additional documentation

Waive the requirement for additional documentation

Please create a document detailing the requirement for more documentation (will be sent to the application's nominated contact).

Generate 'request for additional documentation' letter

 **Request for Mandatory Documentation - Application 20...**
DOCX - 87.35 KB

[GO BACK](#) [SUBMIT](#) [SAVE DRAFT](#)

The **Certificate of Occupancy – Summary** screen displays and a record of the request for documentation will be listed under **Mandatory Documentation Details**.

Certificate of Occupancy: 5 [PROVIDE MANDATORY INFORMATI...](#)

Summary Documents Clocks Related Actions

< Development application 20001980

Certificate of Occupancy Details

Certificate of Occupancy Status Awaiting Mandatory Documentation

Consent(s) / Stage(s) Building Consent
Date of development authorisation: 15 Oct 2020

Address of building LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731

Title Ref	Plan Parcel	Council
CR 6188/97	H8339005E373	Pastoral Unincorporated Area

Description of building single storey weather board, 3 bedroom, 1 bathroom house

Certificate will be issued by State Planning Commission


Building / building work Dwelling

Building Classification(s)
Classification 1 1A - Detached house/ Fire separated attached dwelling
Max number of Building Occupants

Mandatory documentation details

Requested date	Requestor	Document/Details	Status
23 Oct 2020 8:10 AM	Sascha Woods	Download request document	Pending

24. Click on **Certificate of Occupancy** to return to the dashboard.

ASSESSMENTS YOUR APPLICATIONS **CERTIFICATE OF OCCUPAN...** YOUR ORGANISATION 

Certificate of Occupancy: 21 [PROVIDE MANDATORY INFORMATI...](#)

Summary Documents Clocks Related Actions

< Development application 20001190 [Help for this section](#)

Certificate of Occupancy Details

On returning to the **Certificate of Occupancy** dashboard the application will have been moved from your **For Your Action** tab to the **Waiting** tab awaiting the 'primary contact' to provide the mandatory documentation.

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Status	Days
20001980	5	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731	Dwelling	16 Oct 2020	Awaiting Mandatory Documentation	0 -

The request to provide documentation will go directly to the development applications' 'primary contact'.

Upload documentation on behalf of the applicant

When the applicant has provided the missing documentation in the post and/or in person, you have the ability to upload the document(s).

Before you begin:

- Scan and save the document(s) to a folder location on your computer.
- Login to the DAP system, if not already.

1. Click on **Certificate of Occupancy (CoO)** option.
2. Click on the **Waiting** tab to view the application.
3. Locate the CoO and click on the Certificate **ID** number to open.

Development application processing

Search

This is the **TRAINING** environment

FOR YOUR ACTION (0) **WAITING (1)** UNDER APPEAL (0) REVOKED (0) COMPLETED (0)

Waiting

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Status	Days
20001980	5	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731	Dwelling	16 Oct 2020	Awaiting Mandatory Documentation	0 -

4. Click on **Provide Mandatory Information** to upload.

Certificate of Occupancy: 5

Summary Documents Clocks Related Actions

PROVIDE MANDATORY INFORMATION...

< Development application 20001980

Certificate of Occupancy Details

Certificate of Occupancy Status Awaiting Mandatory Documentation

- Click on **Upload** within the New Documents section, and select the document from the folder location and **Open** to upload.

Provide Mandatory Information

The screenshot shows the 'Existing Documents' table with columns 'Document', 'Document Type', and 'Date Created'. Below it is the 'New Documents' section with an 'UPLOAD' button and a 'Drop files here' area. An 'Open' file dialog is open, showing the 'Downloads' folder containing 'Application 20001190 - Statement Of Co...', 'Building Inspection Report', and 'Checklist'. The 'Building Inspection Report' file is selected.

- Categorise the document selecting the applicable 'Category' and 'Type', then repeat when multiple documents uploaded.
 - Select **Building Documents** category when uploading 'Types' of documents such as; Inspection Outcome Report or Statement of Compliance types of documents.
 - Select **Occupancy Documents** category when uploading 'Types' of documents such as; Form 2 (Essential Safety Provision (ESPs)), limitations or conditions resolved/met evidence.
- Click on **Send Documents** to complete the action.

The screenshot shows the 'New Documents' section with a table containing one document: 'Building Inspection Report' (DOCX - 217.6 KB). The 'Document Category' is set to 'Building Documents' and the 'Document type' is set to 'Inspection Outcome Report'. The 'SEND DOCUMENTS' button is highlighted with a red dashed circle.

On sending the documents you are returned to the **Certificate of Occupancy Details** screen, where you will see the following updates:

- Certificate of Occupancy Status** updated to 'Validation in Progress' and with the issuing relevant authority to complete the validation of your application.
- Mandatory Documentation** status updated to 'Completed'.

Resume validating the Certificate of Occupancy application

When the applicant has provided the missing documentation in the post and/or in person, you have the ability to upload the document(s). Once complete, you will receive an email notification advising the upload is completed.

Before you begin:

- Login to the DAP system, if not already.

1. Click on the **Certificate of Occupancy (CoO)**.
2. Locate the CoO and click on the Certificate ID number to open.

ASSESSMENTS YOUR APPLICATIONS **CERTIFICATE OF OCCUPAN...** YOUR ORGANISATION

Development application processing

Search

FOR YOUR ACTION (4) WAITING (0) UNDER APPEAL (0) REVOKED (0) COMPLETED (1)

For your action

Application ID	Certificate ID	Location	Building Work(s)
20001190	21	227 CURRIE ST ADELAIDE SA 5000	Accomodation, Hotel

3. Click on **Resume Verification**.

Certificate of Occupancy: 21

Summary Documents Clocks Related Actions

RESUME VALIDATION

Help for this section

< Development application 20001190

Certificate of Occupancy Details

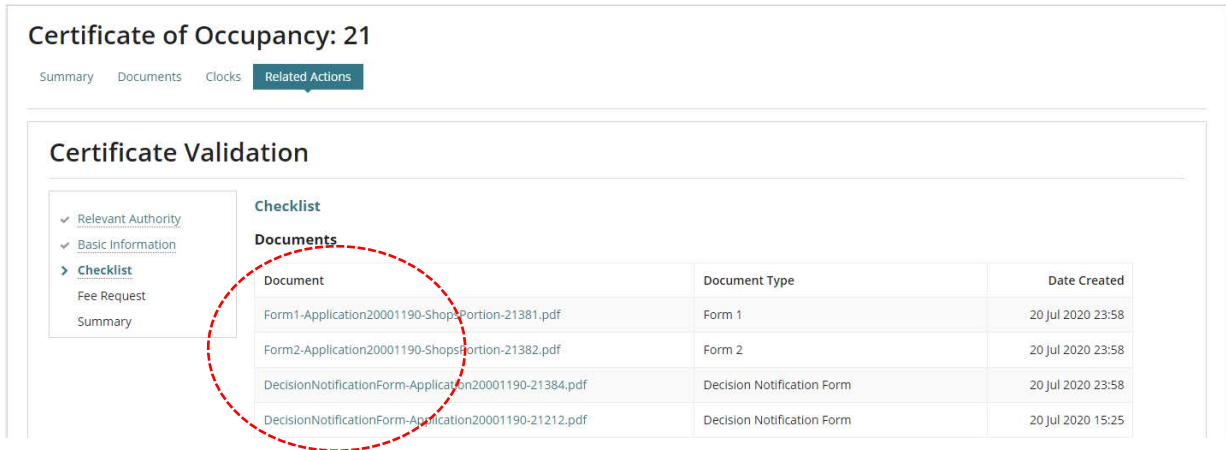
4. Repeat steps taken to Confirm Issuing Relevant Authority.
5. Repeat steps taken to Check and Update Basic Information.
6. Move on to the **Next** page and refer to the **Checklist** to confirm that the applicant has provided the requested documentation.

Confirm documentation requested provided by the applicant

When validation has resumed, following the applicant providing the requested documentation, confirm within the **Checklist** page that the requested documentation has been provided.

7. Click on the **Date Created** column heading within the Documents table to sort the documents in descending date order.
8. Locate the documentation recently uploaded by the applicant and click on the document name to download and view on-screen.

Information! To re-visit the initial request, click on document with type 'Request for Documentation' prior to reviewing the applicant provided documentation.



9. Click on **Download** to open and view on-screen.



The document opens in the file format it was saved, e.g. Word, PDF, etc.



10. Scroll down until you see the question indicated with a 'No' in response to the evidence, report or similar question.

- Change the response to **Yes** when all information has been provided, and then move to the **Next** page.

Evidence has been received to show that any conditions applied to the approved development have been satisfied *

- Yes
- No
- Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- Go to question '**How do you wish to resolve the shortfall in documentation?**' and complete the Request for documentation instructions.

How do you wish to resolve the shortfall in documentation? *

- Request additional documentation
- Waive the requirement for additional documentation

Confirm Fee Request

The **Fee Request** page is only presented to councils, Regional Assessment Panels (RAP) and State Planning Commission (SCAP), and is selected by default. For accredited professionals invoicing the Certificate of Occupancy Fee will need to be done using your existing invoicing practices.

As required, the 'Actual' fee amount can be varied or waived by typing over the displayed amount, including a reason for the variation.

Once complete, move to the **Next** page.

Certificate of Occupancy: 21

Summary Documents Clocks **Related Actions**

Certificate Validation

- Relevant Authority
- Basic Information
- Checklist
- Fee Request**
- Summary

All fees raised on this application

Show fees already raised on this application

⚠ Before requesting the payment of the Certificate of Occupancy fee, please make sure that the same fee was not paid during the assessment of the Building Consent.

Fees

Description	Statutory Amount	Actual	GST Included	Reason for variation
Certificate of occupancy				
Total Payable Fees				

GO BACK
NEXT SAVE DRAFT

i Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

Review Validation Outcome Summary and Submit

1. Review the outcome of the validation.

Where changes to information is required, select the applicable page from the left-hand-side navigation and make the necessary edits and progress through the subsequent pages until you return to the **Summary** page.

Certificate of Occupancy: 21

Summary Documents Clocks **Related Actions**

Certificate Validation

- ✓ [Relevant Authority](#)
- ✓ [Basic Information](#)
- ✓ [Checklist](#)
- ✓ [Fee Request](#)
- > [Summary](#)

Relevant Authority

Are you the relevant authority for this Certificate of Occupancy?
Yes

Basic Information

Address of building

- 227 CURRIE ST ADELAIDE SA 5000

Description of building

fit out hotel

Occupants

Building Work: Accomodation

Classification	Max Occupants
5 - Office for professional or commercial purposes	10

Building Work: Hotel

Classification	Max Occupants
1B - Boarding /Guest house with < 12 persons and <300 square metres	10

2. Scroll down until **Submit** is visible, and then select to complete the validation.

On submission you are returned to the **Certificate of Occupancy Details** screen, where the Status has been updated to 'Awaiting Payment' and the action is with the applicant to make payment to complete the validation of the application.

If the fee advice step was skipped (for building accredited professionals only) or the fee waived (i.e. \$0.00) the Certificate of Occupancy application status is updated to 'Awaiting Decision' and the action is with the relevant authority (accredited professional or council) to make a decision.

4. Upload Fire Report Received by Post or In Person

Before you begin:

- Scan and save the Fire Report to a folder location on your computer.
- Login to the DAP system, if not already.

1. Click on the **Certificate of Occupancy** option.
2. Click on the **Waiting** tab to view the application.
3. Locate the CoO and click on the Certificate ID number to open.

Development application processing

Search

This is the **TRAINING** environment

FOR YOUR ACTION (3) **WAITING (1)** UNDER APPEAL (0) REVOKED (0) COMPLETED (1)

Waiting

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Status	Days
20001190	21	227 CURRIE ST ADELAIDE SA 5000	Accommodation, Hotel	1 Dec 2020	Awaiting Payment	15

4. Click on **Provide Fire Report** to upload.

Certificate of Occupancy: 21

PAY FEE ADVICE **PROVIDE FIRE REPORT**

Summary Documents Checklist Fees Clocks Decision Related Actions

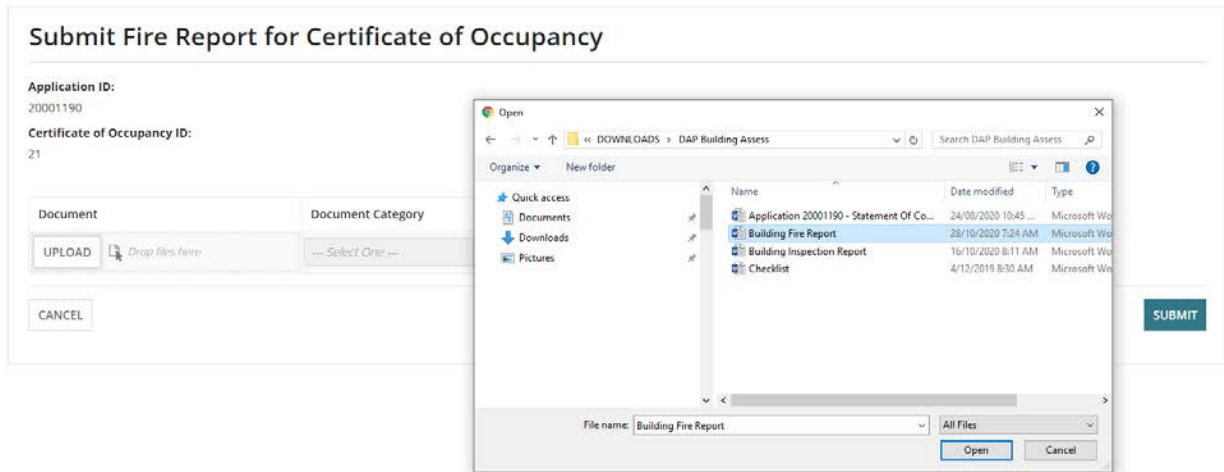
< Development application 20001190

Help for this section

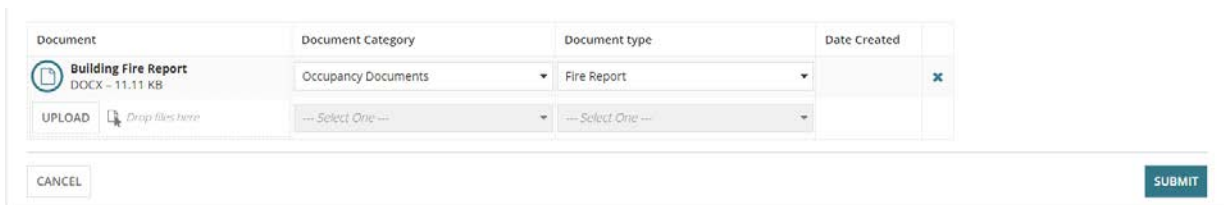
Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Payment
Consent(s) / Stage(s)	Building Consent Date of development authorisation: 6 Aug 2020
Address of building	227 CURRIE ST ADELAIDE SA 5000
Title Ref	CT 6066/795
Plan Parcel	F181339AL497
Council	Adelaide City Council

5. Click on **Upload** to locate the fire report saved on your computer.
6. Locate the fire report and select to upload or drag-and-drop into the upload field.

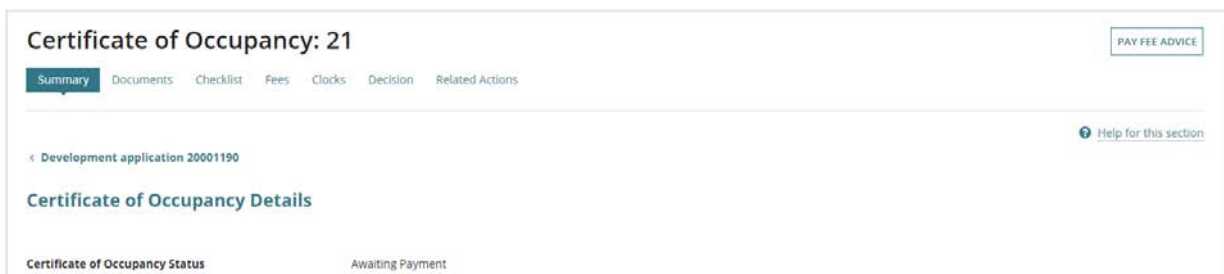


7. Categorise the upload fire report selecting **Category** 'Occupancy Documents' and **Type** 'Fire Report'.
8. Select **Submit** to complete the action.



The **Certificate of Occupancy Details** screen displays, with the status of the application updated to:

- **Awaiting Payment:** the action is with the applicant to pay the application Fee Advice



- **Awaiting Decision:** the action is with you, as the issuing relevant authority, to make a decision.

5. Provide Certificate of Occupancy Fee Advice

When the 'invoice contact's' preferred method is post (indicated by an onscreen message) then print the Fee Advice from the **Fees** screen.

Return to the **Fees** screen if the applicant has provided payment in person or in the post.


To record payments received over the counter or in the post, visit the support library [Fee Invoicing and Payments](#) for the instructions on how to record an external payment.

1. Go to the **Fees** tab to view the fee advice – awaiting payment.
2. Expand the **Fees** record to view the details.
3. Click on the **Fee Advice link** to download.

Fees raised for this Certificate of Occupancy

Certificate of Occupancy Fee Advice - 5385 - Paid on 23/06/2022

Process Invoice Refund

Payment Reference Number	5385
Certificate of Occupancy ID	111
Invoice download	FeeAdvice-Application22000748-Certoccupancy-5385-103086.pdf
Verified by	 epn twentyone
Verified on	23 Jun 2022 4:20 AM


4. Click on **Download** to open and view the Fee Advice on-screen.


Total Payable Fees

FeeAdvice-Applica....pdf

5. Click on the **Print** icon to print locally.


FeeAdvice-Application20001980-Certoccupancy-1996-38777.pdf 1 / 1





Invoice to:
Penny Public
1 KING WILLIAM STREET
ADELAIDE SA 5000

Application number: 20001980
Fee Advice No: 1996



Government of South Australia
Department for Infrastructure
and Transport
ABN 92 366 288 135

For enquiries, please contact:
State Planning Commission
1 Fake Address Adelaide 5000
SA
Ph: (08) 7109 7018

- Return to the **Certificate of Occupancy** dashboard, where you can locate the application within the **Waiting** tab.

The screenshot shows a dashboard titled "Development application processing" with a search bar. Below the title are five filter tabs: "FOR YOUR ACTION (3)", "WAITING (1)", "UNDER APPEAL (0)", "REVOKED (0)", and "COMPLETED (1)". The "WAITING (1)" tab is selected. Underneath, the word "Waiting" is displayed above a table with the following data:

Application ID	Certificate ID	Location	Building Work(s)
20001190	21	227 CURRIE ST ADELAIDE SA 5000	Accommodation, Hotel

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Trade
and Investment